Team Logbook #1

Systems Development

Green Team - Vanier College

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2020-02-18 Xiang Di Su

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# 001 Initial Meeting

**24 JANUARY 2020** / 8:30 AM / D-241

Began at 8:40AM. Ended at 10:30AM.

## Attendees

Tristan Turcotte, Haymond Yan, Xiang Di Su, James-Gabriel Cortez-Gregoire, Synthia Vincent De Paul

## Roles

Team Leader: Tristan Turcotte

Note Taker: Haymond Yan

## Agenda

### Agenda Modification (2 min)

1. Is there anything you would like to have discussed during the initial meeting?

### Methods of Communication (10 min)

1. Ways to communicate casually
2. Ways to manage the project
3. Tool usage
4. Share contact information (Phone, email, etc.)
5. Share schedules

### Potential Clients (20 min)

1. Discuss potential already known clients
2. Discuss ideas for clients
3. Discuss action plan on finding a client

## Notes

Casual communication will be through Slack.

Project management will be with Trello

We can meet during the labs on Tuesday and Friday. Meetings can also occur every Wednesday from 12pm-3PM.

Backup meeting can occur Thursday from 10am-12PM.

|  |  |
| --- | --- |
| Name | Days/Times not Available |
| Tristan Turcotte | Saturday and Sunday 8am-6pm |
| Xiang Di Su | Tuesday Afternoon/Evening |
| Synthia Vincent De Paul | Saturday and Sunday |
| James-Gabriel Cortez-Gregoire | Free All the Time |
| Haymond Yan | Friday Evening and Sunday |

Synthia’s Dad’s restaurant: System to keep track of customers, orders, what’s popular, inventory, calculate best dishes for profit, etc.

Tristan’s Canadian Tire connection: System to create schedules for employees.

Other ideas:

Tabagie, Depanneur, Marche.

Depanneur: System for products, employees.

Fruiterie Milano’s: System for products, something else maybe, website.\*\* maybe

Cafe Lino Espresso (Espresso machine seller and repair)\*\* maybe

G2K Vape: Website, inventory, show stock on the website, etc.

## Action Items

1. Share contact info, create accounts for proposed tools to be used. ✅
2. If a potential client is already known, share that information, see if the client is viable for the project. ✅
3. Start looking for clients. ✅

## Meeting Summary

There are a couple concrete ideas for clients, Synthia’s restaurant and Tristan’s Canadian Tire. Haymond and Xiang are organizing to go Downtown to visit businesses. James will talk with his cousins who may have a connection that works.

## Next Meeting

Tuesday, 28th January 8AM.

Confirm what clients said no, which said maybe, etc.

See what other kinds of clients might be good to contact.

Notetaker/Minute Taker: Haymond Yan

# 002 Client Search

**28 JANUARY 2020** / 8:30 AM / D-241

Team Lead: Tristan Turcotte

Minute Taker: Haymond Yan

## Attendees

|  |  |  |
| --- | --- | --- |
| Haymond Yan | Synthia Vincent De Paul | Xiang Di Su |
| James Cortez | Tristan Turcotte |  |

## Agenda

### Last Meeting Follow-up (8 min)

1. Updates on searching for a business

### Discuss Skills (15 min)

1. What skills does everyone have? Competencies, confidence in topics, etc.
   * Database, Programming, Writing, Presenting, Design, etc.

### Discuss Project Plan (15 min)

1. Report organizer responsibility
2. Client primary contact responsibility
3. Organize time to work as a team for creating project plan (Need to read requirements for every deliverable)

## Notes

* Client follow-ups
  + Haymond and Su, went to Tabagie Sara. The owner has 2 stores, they want a website, stock, and amazon selling.
    - We will be scheduling a meeting with the owner for this Saturday at 6:30PM.
  + Synthia’s Dad, Wine stock. Most popular wine, determine re-stocking policies, etc.
  + James,
  + He spoke with two of his cousins, they haven’t provided a definitive answer yet.
  + He also spoke with his parents who work at a Hospital and know people there, they will communicate with him further details if they have someone who has a problem/issue.
  + Tristan, spoke with the former Boss, did not have a problem. Spoke with a friend, did not have a problem.
* Tristan will be posting an ad on Facebook.
* Everyone is reminded to do Assignment #1.
* Skills assessment
  + Programming:
    - Tristan upper-level
    - All others: mid-level
  + Database: Tristan
  + Design: Tristan, Haymond, Su
  + Presenting: Tristan, Haymond
  + Writing: All intermediate skills
* Responsibility for each deliverable’s report will be put onto each Team Lead for that Deliverable.
* Went over all the deliverables, went over Deliverable #1 in detail.
* We decided there will be no particular Writing Expert. Writing expert will be replaced by peer-review from every person in the group.
* Discuss work on Project Plan.

## Meeting Summary/Conclusion

1. Work on a project plan.
2. We would meet us with the owner of the Tabagie on Saturday.
3. Tristan will post an ad on Facebook for potential clients.

## Next Meeting Agenda

Minute Taker: Xiang

Project progress. Friday.

# 003 Client Updates

**31 JANUARY 2020** / 10AM / D-241

Team Lead: Tristan Turcotte

Minute Taker: Xiang Di Su

## Attendees

|  |  |  |
| --- | --- | --- |
| Haymond Yan | Synthia Vincent De Paul | Xiang Di Su |
| James Cortez | Tristan Turcotte |  |

## Agenda

### Last Meeting Follow-up (10 min)

1. Discuss work that has been done on the project plan and deliverable report.

### Clients (30 min)

1. Discuss clients that have been seen/contacted since last meeting.
2. Discuss options for potential clients, pros/cons.

## Meeting Summary/Conclusion

1. Organized who will work on what in the deliverable report.
   * Tristan -> Executive Overview
   * Synthia -> Client/Sponsor info
   * James -> Meetings info, Online repository info, communications strategy
   * Xiang -> Lab work vs Homework, emails, cell/telephone numbers
   * Haymond -> Areas of responsibility
2. Having Synthia setup meeting with her Dad
3. User story test is a more technical, step-by-step walk through of a user story. It would describe a scenario and then go through what would happen, using the feature described in the user story.
4. Working on a Project Plan.

## Next Meeting Agenda

Minute Taker for next meeting: Tristan

Next meeting will be immediately after seeing Synthia’s Dad, to organize our thoughts and summarize the meeting. Monday after 4PM will be when we see her Dad. The meeting will be after that.

In class meeting on Tuesday, the day after.

# 004 Client Meeting Summary

**4 FEBRUARY 2020** / 8:00 AM / D-241

Team Lead: Tristan Turcotte

Minute Taker: Tristan Turcotte

## Attendees

|  |  |  |
| --- | --- | --- |
| Haymond Yan | Synthia Vincent De Paul | Xiang Di Su |
| James Cortez | Tristan Turcotte |  |

## Agenda

### Client Meeting Summary

1. Discuss what was talked about in the client meeting.
2. Ensure everyone on the team is on the same page about the client requirements.
3. Ensure that there are no unclear terms or requirements given by the client.
4. Ensure that there are no assumptions being made.

### Discuss Formulating Follow-Up Questions

1. Anything that is still unknown, state it.

## Notes

* What was asked of the client?
  + Name? Louis
  + How long have you had this business? 4 years.
  + How long in the restaurant industry? 20 years.
  + What are you expecting to get from this endeavor? An app that he can use to manage the inventory for his wine, keep the numbers, reduce the stock, order new wine, and create an inventory report.
  + What are you currently doing (to track the wine)? Once a week, with a piece of paper, counting each type of wine. Then going to commandetp.saq.com to order the wine from SAQ. SAQ’s interface is hard to use, it takes a long time to go through as the wine listings cannot be filtered.
  + What kind of interface? Mobile or computer? On the computer, however an app would be convenient too.
  + How do you store the wine? Large, glass wine rack in the dining hall, along with a small storage room upstairs with shelving units.
  + What information is associated with each wine? On SAQ’s restaurant online order site, the following information is displayed: SAQ sku, description, category (type of wine and country), format (mL), and UVC (Quantity per case).
  + Who will be using this system? Louis (himself) and a waiter called JP.
* How does he want stock to be taken from the system? Automatically when sold? Or manually, for example, going through receipts, or having staff keep a tally every night of which were sold, then after the fact reducing it from stock.
  + If automatic, it is probably not possible or within scope. We can gather more info, like what kind of sales system is he using, brand, what hardware, what software, etc.
* The client did not know that clicking on the header of a table on the SAQ ordering site would allow for the table to be sorted to that header.
  + Should ensure that the app’s interface is easy and obvious for what features it has. No ‘hidden’ tricks.

## Meeting Summary/Conclusion

1. Complete work for the 1st Deliverable.
2. Start work on the 2nd Deliverable.
3. See if there is an API with SAQ to be able to order the wine via the program.
4. Determine what else needs to be asked of the client.
5. Must be a simple interface.

## Next Meeting Agenda

Minute Taker for next meeting: James Cortez

Next meeting will be for Deliverable 2.

# 005 Deliverable 2 Mise a Jour

**11 FEBRUARY 2020** / 8:30 AM / D-241

Team Lead: Haymond Yan

Minute Taker: James Cortez

## Attendees

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| --- | --- | --- |
| Haymond Yan | Synthia Vincent De Paul | Xiang Di Su |
| James Cortez | Tristan Turcotte |  |

## Agenda

### Relay Work Done (10 min)

1. Discuss what work has been completed.

### Determine Work Left (20 min)

1. Discuss the work to be completed.

## Notes / Action Plan

* Compiled all the work that has been completed so far into the Deliverable.
* Work to be completed: Executive Overview, proofreading, reviewing content, such as the open questions and business domain/environment.

## Next Meeting

Time & Day: Friday February 14th 2020 at 8:30AM

# 006 Deliverable 3 Mise a Jour

**14 FEBRUARY 2020** / 8:30 AM / D-241

Team Lead: Xiang Di Su

Minute Taker: Tristan Turcotte

## Attendees

|  |  |  |
| --- | --- | --- |
| Haymond Yan | Synthia Vincent De Paul | Xiang Di Su |
| James Cortez | Tristan Turcotte |  |

## Agenda

### Deliverable Read-Up (8 min)

1. Discuss the requirements for the deliverable.

### Draft Use Case Diagram (45 min)

1. Discuss what will go into the diagram.
2. Discuss our limitations.
3. Draw the diagram.

## Notes / Action Plan

* Created first draft for Use Case diagram.
  + We only have 2 actors and around 3 use cases: Adjust Stock, Count Stock, and Order Stock.
  + We sent an email to Lebensold to get more information:

Hello Professor Lebensold,

Our client is a restaurant owner and he wants us to create a wine inventory system.

For the 3rd Deliverable, do we need to diagram the whole restaurant's system or only the parts related to the wine? Currently in our first draft for the use case diagram, we have 2 actors: Waiters and the Owner. Both the waiters and the owner would be able to add/deduct stock from the system and only the owner can order stock from SAQ.

Thanks,

Tristan Turcotte

* We discussed that we will brainstorm the use cases on our own and then collaborate together, bring the ideas into one during our meetings on Tuesday and in the afternoon on Wednesday.
  + Depending on how those two meetings go, we will then meet Thursday morning. We will also meet Friday.

## Next Meeting

Time & Day: Tuesday the 18th of February 2020 at 8AM

# 007 Use Case Brainstorm

**18 FEBRUARY 2020** / 9:00 AM / D-241

Team Lead: Xiang Di Su

Minute Taker: Tristan Turcotte

## Attendees

|  |  |  |
| --- | --- | --- |
| Haymond Yan | Synthia Vincent De Paul | Xiang Di Su |
| James Cortez | Tristan Turcotte |  |

## Agenda

### Brainstorm (30 min)

1. Discuss ideas that were brainstormed over the weekend.

## Notes / Action Plan

* Created second computer-made draft for the Use Case diagram.
* We were not sure how to improve our Use Case Diagram, we added use cases for creating a wine order, and different kinds of wine purchasing.
* We needed more information on what kinds of classes we could have in our system.
  + So we sent an email to Lebensold to get more information:

Hello Professor Lebensold,

This is a draft that we created based on your input. It only has 8 use cases at this point in time. We would like to know what you think of it and what we could do to improve it.

When looking at which classes the system has, we only came up with 2 solid classes, wine and employee. Do we need to implement more classes?

Thanks,

Tristan Turcotte

## Next Meeting

Time & Day: Wednesday the 19th of February 2020 at 8AM

In the morning we will determine if we will get together that afternoon and Thursday morning.

During the Wednesday meeting we will split the remaining tasks between the team.